

ICSEW General Membership Meeting  
Point Plaza East, Tumwater/Columbia Room  
March 14, 2006  
8:30 a.m. – 4:30 p.m.

**Welcome and Introduction of New Members:** Stacy Brady, Josie Brooks, Aurea Figueroa, Department of Social and Health Services; Kristen Reichl, Department of Health; Mary Skube, Debbie Thomas, Sarah Barrie, Department of Ecology.

**From the President:** Because of the tight meeting agendas, we have decided to discontinue leadership speakers for the next few months. ICSEW's name is out there and we have many people in leadership positions that have contacted us to speak at our meetings. With so many speakers on our agendas, it leaves little time to do substantive committee work. If any member has ideas for workshop topics, please contact Dianna Gifford. Don't forget the ICSEW Conference coming up May 8-10 in the Tri-Cities. Connie Riker will lead the group to re-write the ICSEW by-laws to reflect changes in the new Executive Order. Each of the subcommittee chairs should review their policies to see if revisions need to be made. There are two Board vacancies on the Committee, the Historian and Secretary. If a member is interested in serving in one of those positions, please join the board members today at lunch in the Deli by the Columbia Room in the Legislative Building or contact Dianna.

**Icebreaker:** Members introduced themselves, identified the agency that they represent and their position in that agency.

**Committee Reports:**

**Communications Committee (Lonnie Peterson):** Since the last meeting, the Communications Committee has worked on the *InterAct* newsletter. Any member who submits an original article to the *InterAct* will be given an ICSEW "*InterAct* Contributor" pen. Those receiving pens at this meeting are: Diana McCutcheon for the two ICSEW Conference articles, Kelly Stowe for the "This Spring, Let it All Go" and "Give 'Em a Break" articles. If you are interested in writing articles for the "Agency in the Spotlight" or "Women Leaders in State Government" series or any other articles, please contact me.

The Communications Committee has begun updating its policies and procedures. The three they are responsible for are the *InterAct*, Listserv©, and Web Development policies. They should be updated and voted on by membership before the Transition meeting in July.

At the end of today's meeting, the Communications Committee will be working on the next *InterAct*. The deadline for articles for the next issue is April 19. Please fax, e-mail,

or campus mail them to Lonnie. If you wish to reprint an article, please make sure you get permission to do so before sending.

**Education Committee: (Michelle Lucero):** The Education Committee has three trainings coming up in March: Sandra Smith, Kathy Bote', and a car maintenance class. They sponsored a self-defense class on March 3<sup>rd</sup> and received great reviews. One of the students has reported to the instructor that s/he was approached two days after the training and was able to get away with out panicking. The Committee is in the constant process of setting up new training events and dates. A potential new trainer will be giving the Committee a mini-training session so that they can preview her teaching style and material. They are formulating contracts to start using with all the trainers. The contracts would ensure a clear message of ICSEW's expectations including evaluations, flier contents, and payment and invoicing. The Committee will be meeting with the primary trainers in April to discuss these changes. The Committee is deciding on whether we will put on a domestic violence conference this year. This event has been very powerful and well received in the past. The conference would be in October; any member of ICSEW is welcome to participate should we have one. The Committee is also working with the Communication Committee to implement on-line registration for the training events. This would save Committee members a lot of time when handling registrations and would streamline the process. Thanks go out to the Communications Committee.

**PSRA (Connie Riker):** Civil Service Reform has been implemented, and everyone seems to be adjusting to the new rules. HRMS implementation has become with Group 0 (DOP) using the system since February 1st, through several pay cycles and everything is going smoothly. Group 1 rolls out the first of April, which is mostly smaller agencies. The biggest change in this first stage that employees will see is a difference in their paycheck stub. It is now a full size sheet and has more information on it. A cautionary note regarding the pay stubs, the bank address listed for those who have direct deposit does not indicate your specific branch, it is just the address for your bank on file.

**Historian (Julia Ojard):** Storage space to store ICSEW historical materials has been secured. Julia also took this time to thank Connie Riker for an earlier PSRA Committee presentation where Connie alerted members to check with their Human Resources staff for an audit of their leave balances. Julia did, and as a result gained additional accrual of leave, plus back leave.

**PCOC Committee (Carolyn Benard):** The Promotional Career Opportunities Committee is working through transition of the Chair position and trying to further define and refine the business plan goals and action items. In an effort to do this, Carolyn is needing to:

1. Update the committee roster and rejuvenate committee membership
2. Clarify and further define survey results (from Health and Wellness and PCOC survey).

3. Review the previous Chair's vision and submit an updated, revised vision for the current chair to the ICSEW chair.

The PCO Committee is also taking the following action steps in the near future:

1. Revising Committee Policy to update the name.
2. Reviewing the ICSEW website for relevant committee information that may need updating including links and committee name.
3. Locating past brochures to ensure edits and updates are complete to disseminate at the upcoming conference in May.
4. Posting the business plan and vision to the listserv in an effort to recruit more committee members.
5. Attempting to set a meeting for interested committee members before May conference.

Ongoing action steps include:

Following up with the Survey Results including:

1. Partnering with the Education Committee to ensure "Career Achievement" workshops are offered during work hours.
2. Updating "resource" section on ICSEW website
3. Providing articles to the InterAct regarding interviewing skills, setting and achieving goals, and mentoring opportunities.

As Chair, Carolyn is also working on setting up a meeting with the Employment Security Department Commissioner. Carolyn will be presenting a detailed work plan and suggested entry points for ESD involvement and support of the committee.

**Treasurer's Report (Ethel Smith):** Beginning balance is \$44,824.39 as of February 1, 2006. We had expenses of \$195.00. Our ending balance, as of February 28, 2006 is \$44,629.39.

**Membership Committee (Wendy Voss):** The following is the tentative meeting locations that have been set up through 2007. Wendy will be working to set up catering for our transition meeting in July. Maria Rosario-Saavedra and Wendy will be meeting soon to work out the details on a mentoring program.

2006-2007

#### ICSEW General Membership Meeting Schedule and Location

May 8-10, 2006	ICSEW Conference Kennewick, WA
July 11, 2006	Transition Meeting, Legislative Building, Columbia Room
September 12, 2006	State Auditor's Office, Sunset Building, Training Room
November 14, 2006	L&I Building, Conference Rooms S117 & S118
January 9, 2007	L&I Building, Conference Rooms S117 & S118
March 13, 2007	L&I Building, Conference Rooms S117 & S118
May 8, 2007	*Point Plaza East, DOH Rooms 152 & 153

July 10, 2007           \*Point Plaza East, DOH Rooms 152 & 153  
September 11, 2007   \*Point Plaza East, DOH Rooms 152 & 153  
November 13, 2007   \*Point Plaza East, DOH Rooms 152 & 153  
\* Tentatively set but not yet confirmed.

**Health and Wellness (Lezlie Perrin):** The Committee has met to discuss vendors and theme for the Second Annual Women's Health Fair. The Committee is working with the Conference Committee for health vendors at the Conference.

**Conference (Joanne Graley):** Jean Vanni is working on the silent auction and Connie Riker is organizing volunteers for the Conference. If a member wants to volunteer to help at the conference, contact Connie by email at [connier@dop.wa.gov](mailto:connier@dop.wa.gov). Volunteers are needed for most any tasks, from room monitor to placing flowers on the tables for the general sessions. Julia Lynden is in charge of technical set-up at the conference. She is looking for four laptops and four LCD projectors.

**TSDTWD (Misty Ross): No report.**

Sue Brown presented information on identity fraud.

**From Dianna:** Sarah Barrie has agreed to be the silent auction contact for the west side of the state. Donations of baskets will be accepted at the conference as well. Dianna is looking for any committee brochures to display at the PSRW booth. Please send them to Dianna at mail stop 47033. The Executive Board held what is to be an annual retreat. Each of the board members participated in a self-examination of their individual strengths and weaknesses. Those strengths and weaknesses were reviewed as a group.

Dianna attended an orientation sponsored by the Governor's Office. The Governor's wants each board member to have the orientation within the first year of their appointment. There are approximately 1900 board and commission members. Kim Tanaka is our contact with the Governor's Office (new members, orientation, etc.) Wendy Voss is the ICSEW contact. Dianna will find out who our assistant attorney general is that would represent us. We are required to have a [Media Response Plan](#). Often times items reported in the media are bad. The Governor wants us to report good news. The hotline for reporting is (360) 902-4136. The Governor stressed that attendance at meetings is important. We are required to have our meeting notices posted and all of our meetings are open to the public. We are required to have [Operating Principles](#) and we will be using our ground rules for that purpose.

**Health and Wellness Activity:** Julie Sjoblom gave a presentation on the importance of keeping yourself hydrated.

**Discussion on Mentoring:** What does membership want in a mentoring program. Should a mentoring program be its own subcommittee or should it be part of the Membership Committee. Mentoring should be done within the first month of appointment. This discussion would continue after lunch.

**Guest Speaker, Dr. Michele Johnson, Chancellor of Pierce College.** Dr. Johnson distributed a list of leadership quotes and discussed what qualities she sees in a leader.

**Lunch: (Move to Columbia Room, Legislative Building)**

**Guest Speaker, Sandy Matheson, Director, Department of Retirement Systems:** Ms. Matheson discussed retirement issues, particularly specific to women's issues.

**Guest Speaker, Shanna Stevenson, Women's History Consortium Coordinator, Washington State Historical Society:** Ms. Stevenson offered Powerpoint presentation on the Women's History Consortium.

**Discussion on Mentoring (continued):** Should we have an orientation for new members. We would need a new policy. [The Governor's Office provides orientation for new members of boards and commissions and the Governor wants new members to be oriented within one year of their appointment.](#) Currently, the Membership Chair sends out an orientation packet to new members, *when* she is notified of a new member coming on board. Members who are leaving should notify the Membership Committee Chair. We should look into other Committees that may have orientation programs in place and perhaps tap into their experiences. We need to have more contact with the Governor's Office. Wendy Voss and Kim Tanaka will hopefully bridge that gap. Perhaps we should have 15 minutes of each membership meeting agenda devoted to Q&A for new members. What would a mentoring program possibly look like:

- Assign a seasoned member (at least a year in ICSEW) to each new member.
- Part of the Membership Committee/it's own committee
- Need a strong level of volunteerism
- Old member meeting 1:1 outside of meetings
- Invitation to lunch with the board

Wendy Voss and Sarah Bland, and Maria Rosario-Saavedra will meet and discuss a mentoring program, draft the policy, and report back to the committee.

**Discussion on how meeting time should be spent:** Dianna had briefly mentioned that the leadership speakers have been gearing used to gear us up for the conference, and now we will be getting back to more of a "working meeting." What does the membership see as the most effective way for us to accomplish our mission.

Brainstorming points:

- Large group discussions are just not effective
- Would prefer to have us pair off, in small groups of 6-8, then report out to the large group
- We need more team building exercises

- We need to have a means to show and bring out our unique strengths, so we know each other better and can network. Networking is important and would allow us to maintain the connections even after leaving the ICSEW
- Have break out groups with each small group having its own topic and then reporting out to the large group
- Critical to have 10-15 minutes after a speaker for an issue discussion of “what did this mean to me” reflection
- Julia Lynden is willing to lead an issue facilitation and/or provide some instruction in facilitation at a future meeting
- Most felt that if we are going to have longer presenters, then we should limit it to 1 (maybe 2) per meeting and definitely have some working time afterwards to work with the discussion topic

*Dianna challenged the membership with something that Michele Johnson gave us during her presentation. “Based on what you learned today, what is the one thing that you are going to commit to that will provide or further your leadership?” Dianna asked that each member write something down, share it with the person next to them, and bring it to the next meeting in July.*

**Governor Gregoire presented the ICSEW with the newly signed Executive Order, including photographs with those members present.** Governor Gregoire spoke of the last legislative session as the most historic short session in history. The new Executive Order is intended to allow broader representation on the ICSEW. We are charged to remain ever diligent regarding the progress women have made so far, and reminded that without due diligence, women will revert to our previous status. The ICSEW is to take action to ensure that women in state government do not lose ground in any way, including discrimination, pay issues, etc. We are to work to open every door for women in Washington State, and make sure every opportunity is available.